

# Appendices

## Appendix 1 – Analysing a unit of competency template

Components of unit	Description	Detail from selected unit
Unit title	The work activity and overall outcome	<i>Unit title:</i>
Unit descriptor	What the work activity involves	<i>Unit descriptor:</i>
Elements	The critical/key outcomes of this work activity	<i>Elements:</i>
Performance criteria	The performance requirements measuring demonstration of the outcomes	<i>Provide an example for one performance criteria:</i>
Range statement	The conditions under which this work activity may be conducted	<i>Give examples of variables:</i>
Required knowledge and skills	The knowledge and skills needed to perform this work activity	<i>List some of each:</i>
Evidence Guide: Critical aspects of competency	The evidence needed to demonstrate competence in this work activity	<i>List evidence that must be gathered/collected in the assessment process:</i>
Evidence Guide: Context for assessment	Where evidence of competency can be gathered	<i>Unit is assessed in:</i>
Evidence Guide: Resource requirements for assessment	The resource required to gather evidence	<i>Resources include:</i>
Evidence Guide: Assessment methods for assessment	The identified assessment methods	<i>Methods include:</i>
Employability Skills	The generic work skills needed	<i>Identify skills and facets for one element and performance criteria:</i>
Language, Literacy and Numeracy (LLN)	The language, literacy and numeracy skills needed to perform this work activity	<i>Identify LLN for one element and performance criteria:</i>
Dimensions of Competency	Task skills, task management skills, contingency management skills, job/role environment skills	<i>Identify an example from the unit for each dimension:</i>